



Roy Municipal Schools

Home of the Longhorns!

December 13, 2010

Regina Brown
Wireline Competition Bureau
Federal Communications Commission
445 12th Street, S.W., Room 5-A360
Washington, D.C. 20554

Dear Ms. Brown:

On the following pages you'll find our application for the EDU 2011 Pilot Program.

We are a small, rural school district with an off-premises wireless connectivity program that has been planned but is not yet in operation due to lack of funding.

We strive to ensure that our students and graduates will prosper socially, politically, and economically in our constantly changing world.

In addition to our quality core curriculum, our small school district is meeting the challenge of new technology. We are fortunate and proud that each of our students has a school laptop on which to complete his or her work *and* stay connected to the 'outside' world.

We also offer online learning opportunities that would be enhanced greatly by the Roy Municipal Schools Wireless Initiative.

We suggest that the Roy Municipal Schools Initiative is the kind of "shovel ready" project you seek for the EDU 2011 Pilot Program and that funding of our project will help ascertain the kinds of challenges to be faced before offering funding for such projects on a wider basis nationwide.

If you have any questions about our application please contact me.

Sincerely,

William Murrell
Superintendent, Roy Municipal Schools
PO Drawer 430 Roy, NM, 87743
575-485-2242 bmurrell@roy-nm-schools.org

Application to E-Rate Deployed Ubiquitously (EDU) 2011 Pilot Program

RE: WC Docket No. 10-222

Proposal submitted by:



Roy Municipal Schools
Home of the Longhorns!

PO Drawer 30

Roy, New Mexico 87743

William Murrell, Superintendent

Applicant Wireless Program

This is to certify that on the date the *Sixth Report and Order* was adopted (September 23, 2010) the Roy Municipal Schools had already begun the process of implementing a program to provide off-premises connectivity to students through the use of portable wireless devices.

Our school district has been formulating a program of this kind for several years, but we have been hampered by lack of funding.

We have applied to the Schools and Libraries Program of the Universal Services Fund for funding for this project in years past (See Exhibit 1) but were denied because some necessary components were not eligible under then-current regulations and because the project would cover locations that were not then eligible.

All students in our school district have been provided notebook computers with wireless capability since 2003.

We suggest that our project is the kind of innovative, interactive off-premise wireless connectivity project that the Federal Communications Commission is seeking under the E-Rate Deployed Ubiquitously (EDU) 2011 Pilot Program. It allows our district to help achieve the FCC's goal of realizing the National Broadband Plan's vision of improving connectivity to schools and libraries. We hope to serve an anchor institution for our community. Ours is an area where an anchor institution is needed to achieve the NBP's goal of affordable access to broadband of at least 1 gigabit per second in every community in the country.

Further, our project is shovel-ready and can be implemented immediately upon receipt of funding.

Required Information (All applicants)

- (1) A. The nature of the Roy Municipal Schools Wireless Initiative is to provide all students in our small, rural community off-premise Internet access and to allow them interactive capabilities beyond the classroom and beyond scheduled school hours. This would be accomplished through the installation and operation of a WLAN that would be available to everyone in the community. The program would also allow for radically improved Internet access for the entire community, including state and federal entities with facilities here.
- (1) B. We first attempted to find funding for the Roy Municipal Schools Wireless Initiative in 2007 but –as outlined in Exhibit 1 – were denied funding. Students in our school district have been provided with wireless-capable notebook computers since 2003, but many do not have Internet access at home, hindering their ability to use the resources available to students in larger urban district for whom Internet access is a routine part of daily living.
- (1) C. There are technical issues associated with implementation of the Roy Municipal Schools Wireless Initiative, but what truly drives the need for the project is the remoteness of our ranching community and the lack of available services here. Commercial providers simply do not find it cost effective to provide service here. There is only one provider of cellular telephone service available locally. Many residents do not have Internet access at all and many of those who do have only dial-up service, not broadband. Our proposal for the Roy Municipal Schools Wireless Initiative addresses the needs of both students and the community by providing Wireless Internet Access throughout our community, extending over a geographic area of 5 miles outside of the community of Roy into Harding County, New Mexico.

Technical issues that we face include:

- Our remote location. We are more than an hour's drive away from facilities (motel, etc.) for commercial service providers working in the community.
- Extensive availability issues for Local Services for T1 and Carrier Class Services. These services are limited or non-existent.

- Fees associated with Local Services (T1 Loop Charges, distance to Carrier Class Services) make these services cost prohibitive to the school district.
- Some homes that are outside of the local community do not have access to local services.
- Severe weather in the area also increases the cost to commercial providers for providing services here.

(1) D. Training to be provided would include on-site instruction for teachers, students and parents from the school district at no charge. Training would include instruction in how to utilize the new facilities to enhance educational opportunities in the district, better communication between parents and the school district and Internet safety training.

(1) E. The Roy Municipal Schools Wireless Initiative would be fully integrated with all federal, state, regional and local governmental and non-profit initiatives to achieve both educational and community access outcomes. Agencies that would be impacted positively include Magistrate Court (State of New Mexico); Motor Vehicle Division (State of New Mexico); Department of Transportation District 4 Center (State of New Mexico); Village of Roy and the United States Department of Agriculture Extension Office.

(2) The Roy Municipal Schools level of poverty based on the percentage of students eligible for the free or reduced lunch program under the national school lunch program are as follows: 77.25% free and reduced based on November 2010 reimbursement.

The schools' current discount level for e-rate is 90%, based on a survey of the community conducted for that purpose.

(3) The financial need of the school is great, both currently and on an on-going basis. The district is operating with the assistance of emergency funding from the State of New Mexico. The district will soon once again have to request supplemental budget assistance from the New Mexico Board of Finance. Our annual budget is \$1.4 Million, but our current appropriation is \$680K. This means that we have to seek an additional \$500-750K in a typical school year. The superintendent will be meeting with a budget analyst at the New Mexico Public Education Department in January of 2011. Our expectation is that the additional funding will be approved for this school

year, but additional funding for future years is questionable. The funding discussed here covers operating expenses, debt service and capital outlay.

The State of New Mexico is currently facing a projected \$400 Million dollar shortfall for next year and public schools are bracing for further cuts after experiencing substantial budget cuts already. Capital outlay funding in the 2009 session of the New Mexico Legislature was slashed radically. We do not anticipate that capital outlay funding will be available from the State of New Mexico in the next fiscal year nor for the foreseeable future until economic conditions improve.

(4) Cost Section

Strategic Technology Communications, Inc. Chandler, AZ, Belen, NM

SPIN 143024856

\$24,890 – Installation

\$4,400 – Monthly, 24 months

A Price quotation from Service Provider is located in Exhibit 2.

- (5) The school resources available to commit to Roy Municipal Schools Wireless Initiative include our existing computer network infrastructure. We are also willing to commit extensive resources and effort at the school district to training. (See Item 1.D for more detail.)
- (6) We anticipate that the effect that EDU2011 support for off-premise connectivity is likely to have on school projects will be immense. It will allow students from our small, rural school district to have Internet access equivalent to their counterparts in much larger urban districts; as specified in FCC Order 6, this project will facilitate ongoing access to educational and learning materials beyond the normal school day and increase the ability of students to complete homework assignments, such as those that require broadband access for research projects, after school hours. Also, our school district has an online learning opportunity that would be made available to a much greater number of students, [Mesa Online Academy](#) through the Roy Municipal Schools Wireless Initiative.

This project would also greatly enhance communication between the school district and parents with regard to issues like school closings due to inclement weather, etc. (There is no local radio station in our community.)

Ultimately, the project will help us achieve a goal of demonstrably improving student achievement.

(7) We believe that the project we are proposing is simply the *only* cost-effective way to achieve off-premise Internet access for students of Roy Municipal Schools. Incumbent Carrier solutions are cost-prohibitive. Incumbent Carriers will not or cannot provide service to our community.

(8) Our long-term objectives for the Roy Municipal Schools Wireless Initiative include:

- Enhancing learning opportunities for all students of the Roy Municipal Schools through the use of off-premises Wireless Internet Access throughout the area served by our district.
- Improving communication with parents throughout the district by providing Internet access to everyone in the community.
- Serving as an anchor institution for improved Internet access to other governmental and non-profit entities in the area.
- Exploring additional potential educational opportunities in the future through the use of Wireless Internet Access on school district buses.

Including our entire technology plan would cause us to exceed the page limit for our proposal. Therefore, we have included relevant pages in Exhibit 4. We will provide the full plan if requested for review.

(9) The measures to be taken to comply with CIPA and to protect against waste, fraud and abuse include:

- Training – We will take extensive measures in our training efforts to ensure both compliance with the Children’s Internet Protection Act and to protect against potential waste, fraud and abuse.
- Sonicwall Firewall – Our district has recently upgraded its network security through the installation of a Sonicwall NSA 3500. This is a Unified Threat Management appliance that includes content filtering:

SonicWALL® Content Filtering Service (CFS) helps organizations and educational institutions enforce their productivity and protection policies and block inappropriate, illegal and dangerous Web content. Featuring a dynamic rating and caching architecture, SonicWALL CFS blocks multiple categories of objectionable Web content and provides the ideal combination of control and flexibility to ensure the highest levels of productivity and protection.

- Roy Municipal Schools has also conducted a public meeting on compliance with CIPA.

(10.) Roy Municipal Schools has a Technology Acceptable Use Policy that is enforced and that will be expanded to cover the Roy Municipal Schools Wireless Initiative. We have included a copy of the policy in Exhibit 3.

Required Information (Schools)

1. Location
Village of Roy, Harding County, New Mexico
2. School Applicant: Roy Municipal Schools BEN 143298
Roy Elementary School BEN: 99430
Roy Secondary School BEN: 99431
3. Description of School: Public School District, New Mexico
4. Description of Program Curriculum Objective:
Improve test scores and high school graduation rate through greater student achievement, enhanced communication and parental involvement.
Grade Levels Included: PK-12
Number of Teachers Involved: 18
Number of Students Involved: 58
5. Data Collected: Not Applicable

Exhibit 1 – Previous Form 471

Exhibit 2 – Service Provider Price Quotation

Exhibit 3 – Technology Acceptable Use Plan

Exhibit 4 – Technology Plan Excerpt

FCC Form 471	Do not write in this area.	Approval by OMB 3060-0806
Schools and Libraries Universal Service Description of Services Ordered and Certification Form 471 Estimated Average Burden Hours per Response: 4 hours		
<p>This form asks schools and libraries to list the eligible telecommunications-related services they have ordered and estimate the annual charges for them so that the Fund Administrator can set aside sufficient support to reimburse providers for services.</p> <p>Please read instructions before beginning this application. (You can also file online at www.sl.universalservice.org.)</p> <p>The instructions include information on the deadlines for filing this application.</p>		
Applicant's Form Identifier (Create your own code to identify THIS form 471)		Form 471 Application# (To be assigned by administrator)
FY09STC		681443
Block 1: Billed Entity Information (The "Billed Entity" is the entity paying the bills for the service listed on this form.)		
1 a	Name of Billed Entity ROY MUNICIPAL SCHOOLS	
2 a	Funding Year: July 1, 2009 Through June 30: 2010 Billed Entity Number: 143298	
4 a	Street Address, P.O. Box, or Routing Number 500 ROOSEVELT STREET	
	City ROY	
	State NM Zip Code 87743	
b	Telephone Number 505-485-2242 c Fax Number 505-485-2497	
5 a	Type of Application <input type="checkbox"/> Individual School (individual public or non-public school) <input checked="" type="checkbox"/> School District (LEA; public or non-public [e.g. diocesan] local district representing multiple schools) <input type="checkbox"/> Library (including library system, library outlet/branch or library consortium as defined under LSTA) <input type="checkbox"/> Consortium <input type="checkbox"/> Check here if any members of this consortium are ineligible or non-governmental entities	
6	Contact Person's Name Richard Hazen	
First, if the Contact Person's Street Address is the same as in Item 4, check this box. <input type="checkbox"/> If not, please complete the entries for the Street Address below.		
b	Street Address, P.O. Box, or Routing Number 500 ROOSEVELT STREET	
	City ROY	
	State NM Zip Code 87743	
<input type="checkbox"/> c	Telephone Number 575-485-2242 <input type="checkbox"/> d Fax Number 575-485-2497	
<input checked="" type="checkbox"/> e	E-mail Address hazenr@plateautel.net	
f	Holiday/vacation/summer contact information	



Entity Number	143298	Applicant's Form Identifier	FY09STC
Contact Person	Richard Hazen	Phone Number	575-485-2242

This information will facilitate the processing of your applications. Please complete all rows that apply to services for which you are requesting discounts. Complete this information on the FIRST Form 471 you file, to encompass this and all other Forms 471 you will file for this funding year. You need not complete this information on subsequent Forms 471. Provide your best estimates for the services ordered across ALL of your Forms 471.

Schools/school districts complete Item 7. Libraries complete Item 8. Consortia complete Item 7 and/or Item 8.

Block 2: Impact of Services Ordered on Schools

IF THIS APPLICATION INCLUDES SCHOOLS...		BEFORE ORDER	AFTER ORDER
7a	Number of students to be served		58
b	Telephone service: Number of classrooms with phone service	16	16
c	Dial-up Internet access: Number of connections (up to 56kbps)	0	0
d	Direct broadband services: Number of buildings served at the following speeds:		
	Less than 10 mbps	3	3
	Between 10 mbps and 200 mbps	0	0
	Greater than 200 mbps	0	0
e	Direct connections to the Internet: Number of drops	144	144
f	Number of classrooms with Internet access	16	16
g	Number of computers or other devices with Internet access	120	120

Block 3: Impact of Services Ordered on Libraries

NOT APPLICABLE AS THIS APPLICATION IS FOR DISTRICT

Worksheet A No: 1106944

Student Count: 58

Weighted Product (Sum. Column 8): 52.2

Shared Discount: 90%

1. School Name: ROY ELEMENTARY SCHOOL

2. Entity Number: 99430 **NCES:** 35 02280 0052

3. Rural/Urban: Rural

4. Student Count: 17

5. NSLP Students: 13

6. NSLP Students/Students: 76.470%

7. Discount: 90%

8. Weighted Product: 15.3

9. Pre-K/Adult Ed/Juv: N

10. Alt Disc Mech: Y

1. School Name: ROY SECONDARY SCHOOL

2. Entity Number: 99431 **NCES:** 35 02280 0057

3. Rural/Urban: Rural

4. Student Count: 41

5. NSLP Students: 31

6. NSLP Students/Students: 75.609%

7. Discount: 90%

8. Weighted Product: 36.9

9. Pre-K/Adult Ed/Juv: N

10. Alt Disc Mech: Y

Block 5: Discount Funding Request(s)

FRN: 1862278

FCDL Date:

10. Original FRN:

11. Category of Service: Internet Access

12. 470 Application Number: 585230000697808

13. SPIN: 143024856		14. Service Provider Name: Strategic Technology Communications, Inc.	
15a. Non-Contracted tariffed/Month to Month Service:		15b. Contract Number: N/A	
15c. Covered under State Master Contract: Y		15d. FRN from Previous Year:	
16a. Billing Account Number: N/A		16b. Multiple Billing Account Numbers?:	
17. Allowable Contract Date: 12/10/2008		18. Contract Award Date: 02/05/2009	
19a. Service Start Date: 07/01/2009		19b. Service End Date:	
20. Contract Expiration Date: 06/30/2012			
21. Attachment #: A		22. Block 4 Worksheet No.: 1106944	
23a. Monthly Charges: \$4,400.00		23b. Ineligible monthly amt.: \$.00	
23c. Eligible monthly amt.: \$4,400.00		23d. Number of months of service: 12	
23e. Annual pre-discount amount for eligible recurring charges (23c x 23d): \$52,800.00			
23f. Annual non-recurring (one-time) charges: 248900		23g. Ineligible non-recurring amt.: 0	
23h. Annual pre-discount amount for eligible non-recurring charges (23f - 23g): \$248,900.00			
23i. Total program year pre-discount amount (23e + 23h): \$301,700.00			
23j. % discount (from Block 4): 90			
23k. Funding Commitment Request (23i x 23j): \$271,530.00			

Block 6: Certifications and Signature

Do not write in this area.

Application ID:681443

Entity Number	143298	Applicant's Form Identifier	FY09STC
Contact Person	Richard Hazen	Phone Number	575-485-2242

Block 6: Certifications and Signature

24. ☒ I certify that the entities listed in Block 4 of this application are eligible for support because they are: (check one or both)
- a. ☒ schools under the statutory definitions of elementary and secondary schools found in the **No Child Left Behind Act of 2001, 20 U.S.C. Secs. 7801(18) and (38)**, that do not operate as for-profit businesses, and do not have endowments exceeding \$50 million; and/or
- b. ☐ libraries or library consortia eligible for assistance from a State library administrative agency under the Library Services and Technology Act of 1996 that do not operate as for-profit businesses and whose budgets are completely separate from any schools including, but not limited to elementary, secondary schools, colleges, or universities
25. ☒ I certify that the entity I represent or the entities listed on this application have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that the entities I represent or the entities listed in this application have secured access to all of the resources to pay the discounted charges for eligible services from funds to which access has been secured in the current funding year. I certify that the Billed Entity will pay the non-discount portion of the cost of the goods and services to the service provider(s).

a.	Total funding year pre-discount amount on this Form 471 (Add the entities from Item 23i on all Block 5 Discount Funding Requests.)	\$301,700.00
b.	Total funding commitment request amount on this Form 471 (Add the entities from Items 23K on all Block 5 Discount Funding Requests.)	\$271,530.00
c.	Total applicant non-discount share (Subtract Item 25b from Item 25a.)	\$30,170.00

d.	Total budgeted amount allocated to resources not eligible for E-rate support	\$22,000.00
Total amount necessary for the applicant to pay the non-discount share of the services requested on this application AND to secure access to the resources necessary to make effective use of the discounts. (Add Items 25c and 25d.)		
e.		\$52,170.00
f.	<input type="checkbox"/> Check this box if you are receiving any of the funds in Item 25e directly from a service provider listed on any Forms 471 filed by this Billed Entity for this funding year, or if a service provider listed on any of the Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds in Items 25e.	


26. ☒ I certify that all of the schools and libraries or library consortia listed in Block 4 of this application are covered by technology plans that are written, that cover all 12 months of the funding year, and that have been or will be approved by a state or other authorized body, and an SLD-certified technology plan approver, prior to the commencement of service. The plans are written at the following level(s):

a. ☐ an individual technology plan for using the services requested in this application; and/or

b. ☒ higher-level technology plan(s) for using the services requested in this application; or

c. ☐ no technology plan needed; applying for basic local, cellular, PCS, and/or long distance telephone service and/or voice mail only.

27. ☒ I certify that I posted my Form 470 and (if applicable) made my RFP available for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted were carefully considered and the most cost-effective service offering was selected, with price being the primary factor considered, and is the most cost-effective means of meeting educational needs and technology plan goals.



 0 4 7 0 0 1 0 1 0

28. ☒ I certify that the entity responsible for selecting the service provider(s) has reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that the entity or entities listed on this application have complied with them.

29. ☒ I certify that the services the applicant purchases at discounts provided by 47 U.S.C. Sec. 254 will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the Commission's rules at 47 C.F.R. Sec. 54.500(k). Additionally, I certify that the Billed Entity has not received anything of value or a promise of anything of value, other than services and equipment requested under this form, from the service provider(s) or any representative or agent thereof or any consultant in connection with this request for services.

30. ☒ I certify that I and the entity(ies) I represent have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. There are signed contracts covering all of the services listed on this Form 471 except for those services provided under non-contracted tariffed or month-to-month arrangements. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

31. ☒ I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.

32. ☒ I certify that I will retain required documents for a period of at least five years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

33. ☒ I certify that I am authorized to order telecommunications and other supported services for the eligible entity (ies) listed on this application. I certify that I am authorized to submit this request on behalf of the eligible entity (ies) listed on this application, that I have examined this request, that all of the information on this form is true and correct to the best of my knowledge, that the entities that are receiving discounts pursuant to this application have complied with the terms, conditions and purposes of this program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under the Title 18 of the United States Code, 18 U.S.C. Sec. 1001 and civil violations of the False Claims Act.

34. ☒ I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities listed on this application, or any person associated in any way with my entity and/or entities listed on this application, is

convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.

35. ☒ I certify that if any of the Funding Requests on this Form 471 are for discounts for products or services that contain both eligible and ineligible components, that I have allocated the cost of the contract to eligible and ineligible companies as required by the Commission's rules at 47 C.F.R. Sec. 54.504(g)(1),(2).
36. ☒ I certify that this funding request does not constitute a request for internal connections services, except basic maintenance services, in violation of the Commission requirement that eligible entities are not eligible for such support more than twice every five funding years beginning with Funding Year 2005 as required by the Commission's rules at 47 C.F.R. Sec. 54.506(c).
37. ☒ I certify that the non-discounted portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services features on this Form 471 are net of any rebates or discounts offered by the service provider. I acknowledge that, for the purpose of this rule, the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.

38. Signature of authorized person

39. Signature Date

40. Printed name of authorized person
Richard Hazen

41. Title or position of authorized person
Superintendent

42a. **Street Address, P.O Box or Route Number**
PO Drawer 430
City, State Zip Code
Roy, NM 87743

42b. Telephone number of authorized person:
(575) 485-2242

42c. Fax number of authorized person:
(575) 485-2497

42d. E-mail of authorized person:
hazenr@plateautel.net

42e. Name of authorized person's employer
Roy Municipal Schools

The Americans with Disabilities Act, the Individuals with Disabilities Education Act and the Rehabilitation Act may impose obligations on entities to make the services purchased with these discounts accessible to and usable by people with disabilities.

NOTICE: Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking universal service discounts to file this Services Ordered and Certification Form (FCC Form 471) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of any applicable statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, consistent with the Communications Act of 1934, FCC regulations and orders, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law, information provided in or submitted with this form or in response to subsequent inquiries may be disclosed to the public.

If you owe a past due debt to the Federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554.

Please submit this form to:

**SLD-Form 471
P.O. Box 7026
Lawrence, Kansas 66044-7026**

**For express delivery services or U.S. Postal Service, Return Receipt Requested,
mail this form to:**

**SLD Forms
ATTN: SLD Form 471
3833 Greenway Drive
Lawrence, Kansas 66046
(888) 203-8100**

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	24 Month	One Time Install
	\$4,400	\$24,890
I	\$4,400	
I	\$52,800	\$24,890

(((STC)))

TECHNOLOGY ACCEPTABLE USE POLICY FOR SCHOOL EMPLOYEES

PURPOSE

The purpose of this policy is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Roy Municipal School District. Use of such technology is a necessary element of the School District educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

SUMMARY

Public technologies such as desktop computers, servers, electronic mail, Internet access, and any other form of electronic communication are provided as a service by the Roy Municipal School District, (hereinafter referred to as "RMS"), to teachers, staff, and administrators (hereinafter referred to as employee) at their respective locations. Use is a privilege, not a right. Employees should be good citizens; they must refrain from activities that annoy others or disrupt the educational experiences of their peers. The employee is ultimately responsible for his/her actions in accessing the above listed services. Failure to comply with the regulations below and in the RMS Board Policy Manual may/will result in loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.

OWNERSHIP

All hardware, software, voice-mail, electronic mail, and any other stored documents or data on a retrievable medium including, but not limited to floppy disks, hard-drives, CD-ROMs, zip drives, etc. that are resident on district equipment, are, and shall remain, the property of RMS. The RMS administration reserves the right to confiscate, search or otherwise investigate any of the above mentioned items at its discretion.

COMPUTER USE

Inappropriate use of any computer or computer workstation can be a severe offense. Please note that it is a violation of RMS policy to:

1. Duplicate copyrighted software provided by RMS. It is a criminal offense to copy ANY software that is protected by copyright, unless such copying is expressly provided for within the copyright agreement, and RMS will treat it as such.
2. Use licensed software in a manner inconsistent with the licensing agreement. Information on licenses is available through the Technology Support Services (hereinafter referred to as "TSS").

3. Copy, rename, alter, examine, install or delete the files or programs of another person or RMS except in the case of troubleshooting or repairing the computer.
4. Use a computer to annoy others, including, but not limited to, sending offensive messages or intentionally cause a computer system or network to crash.
5. Use a computer for non-school-related activities, including but not limited to personal or private business.
6. Create, disseminate, or run a self-replication program (virus, worm, or any other program that inhibits operation of a computer or network, (whether destructive or not), distributing large quantities of information that overwhelm the network including but not limited to chain letters, network games, mass copying of files for no specific reason, etc.
7. Use software not expressly provided by RMS for use on district computing equipment. Employees are not to download executable software off of the Internet, software updates to existing licensed programs resident on that personal computer, or purchased via the Internet with an official purchase order approved by TSS. For all downloads, a copy of the license agreement must be forwarded to TSS and the building administrator for tracking and audit purposes. Please consult with the TSS Department before proceeding with any of the above.
8. Install personally purchased software on RMS computers without express permission of the Director of TSS. If permission is attained, then a copy of the license agreement and the installation media must be housed with the administrator of that building for audit purposes.
9. Take or scan pictures of students without signed permission of the parents and permission from the building administrator. Additionally, no pictures of District property are to be taken without administrator approval.
10. To post any political, commercial, pornographic or otherwise questionable material to the District web site or any RMS hosted web site. Additionally, any postings must meet general District policy and be approved by TSS or its delegate.
11. Access or attempt to access a desktop, network, or host computer without having obtained the appropriate access log-in ID and password legitimately, and/or through use of log-in information belonging to another person. This is considered "hacking" and/or "trespass" and will be dealt with appropriately.
12. Tamper with switch settings, move, reconfigure, or do anything that could damage terminals, computers, printers, or other equipment. Individuals responsible for damaging these or any hardware, software, computer system, or computer lab in any manner, will be FINANCIALLY responsible for all repairs

and/or replacements. This includes, but is not limited to unplugging cables, plugging cables into inappropriate locations, or other related activities that may cause the network or connection to the network to fail or to function improperly.

INTERNET USE

The Internet is an electronic network connecting millions of computers and individual subscribers worldwide. The purpose of the Internet is to support world-wide access to business and educational information by individuals. The use of your account must be in support of educational research and consistent with the educational objectives of RMS.

1. Internet access may be provided to employees for research activities relating to their duties. Employees may also have access to:
 - A. Electronic mail
 - B. Surf the World Wide Web
 - C. Various discussion groups which include chat rooms
 - D. Bulletin Boards
 - E. ETC
2. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- A. Be polite. Do not be abusive in your messages to others.
 - B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate or suggestive language. Illegal activities are strictly forbidden.
 - C. Do not reveal your personal address or phone number or that of other employees or students, except in your normal course of duties.
 - D. Note that e-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
 - E. Do not disrupt the use of the network by other users.
3. Inappropriate use of an account.

The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges. The following are examples of inappropriate use.

- A. Use or attempt to use another person's log-in and/or password.

- B. Copying, transferring, or duplicating software owned by or registered to RMS.
- C. Transmission of, or downloading any material in violation of any national, state, or district regulation is prohibited. This includes, but is not limited to, copyrighted documents, or threatening or obscene/pornographic material.
- D. Using the network for commercial, political, personal, or private gain.
- E. Communication whose sole intent is not for the purpose of education or school-related research/activities.

CONSEQUENCES FOR INAPPROPRIATE USE

The system administrators will deem what is inappropriate use and may close an account at any time. The administration may request the system administrator to deny, revoke, or suspend specific employee accounts. If an employee has failed to comply with this policy, he/she may be:

- A. Removed from the system for a specific period of time or permanently, depending on the nature of the offense.
- B. Required to pay for damages with regard to technician time, computer resources, or other fees.
- C. Criminally charged under local, state, or federal laws.
- D. Subject to employee disciplinary action, up to and including termination or discharge in accordance with existing Board policies and applicable law.

ROY MUNICIPAL SCHOOL DISTRICT
Technology Acceptable Use Contract for RMS Employees

As an employee of the Roy Municipal School District, hereinafter referred to as "RMS",

I, _____, recognize and understand that the district's email systems are to be used for conducting the district business only. I understand that use of this equipment for private purposes is strictly prohibited. Further, I agree not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by an authorized RMS representative.

I am aware RMS reserves the right to review, audit, intercept, access, and disclose all matters on the district's e-mail systems and serves at any time, with or without employee notice or consent, and that such access may occur during or after working hours. I am aware that use of an RMS provided password or code does not restrict the district's right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action, up to and including termination or discharge from employment.

I acknowledge that I have read and that I understand the RMS Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and Internet access. I acknowledge that I have read and that I understand this notice and that a copy of the entire policy has been provided to me.

Refusing to sign does not negate my responsibility to abide by the policies and procedures as set forth above and in the policy as revised. Choosing not to adhere to the policies set forth above is cause for suspension of all computer and Internet privileges.

Signature

Date

	campus activities, student information, and other information as needed to promote parental involvement and maintain student confidentiality Comments: Online grade access for parents; online monitoring of reading program LEA LRPT Correlates: I08, LAS09, LAS11, LAS13, TL15, TL16				
3.2.5:	Improve air conditioning systems in server closets and other locations using a control system LEA LRPT Correlates: LAS14	Status: Planned	Two years	Technology, maintenance staff	Receipts, inventory

OBJECTIVE 3.3:

Improve Internal Connections

LRPT category: Infrastructure for Technology

E-Rate Correlates: ER01

NCLB Correlates: 01, 02, 03, 05, 06, 07, 08

	<i>Strategies</i>	<i>State/Status:</i>	<i>Timeline:</i>	<i>Person(s) Responsible:</i>	<i>Evidence:</i>
3.3.1:	Provide wireless network/internet resources access to meet "on demand" needs for students and teachers LEA LRPT Correlates: I05, TL09	Status: In Progress	Ongoing	Technology Staff	Inventory, invoices
3.3.2:	Provide fiber switched	Status: Completed	Two years	Technology Staff	Invoices, inventory